

## SAMPLE MEMORANDUM OF UNDERSTANDING (MOU)

MOU Between DRMO

AND (Generator Name)

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1. **PURPOSE:** To establish procedures for generator turn-in and DRMO processing of refrigeration equipment and appliances, still containing the refrigerant, which may fail reutilization, transfer, donation or sale (RTDS) and have to be downgraded to scrap or sent to a landfill.

2. **AUTHORITY:** Authority to execute this agreement on behalf of the DRMS and the above named command/activity is vested in the respective Commanders of both activities, or their designated representatives, pursuant to authority contained in DoD Instruction 4000.19, August 9, 1995, Interservice and Intragovernmental Support.

3. **REFERENCES:**

- a. Section 608 of the Clean Air Act Amendment of 1990 – prohibits venting of Class I and Class II Ozone Depleting Substances to the environment.
- b. 40 CFR 82.154(h)(3) - Allows the sale of refrigerants still contained in an appliance.
- c. 40 CFR 82.156(f) - Requires the removal of refrigerants from refrigeration equipment and appliances prior to final disposal as scrap or to a landfill. Requires a signed and dated statement with the name and address of the technician who recovered the refrigerant that the refrigerant has been removed/recovered in compliance with the regulation.
- d. DoD 4160.21-M, Chapter 10, Attachment 1, Item 24c.
- e. DRMS 6050.1, Chapter XXX, paragraph F.

4. **PROCEDURES:**

- a. The turn-in activity may turn-in refrigeration equipment and appliances still containing the refrigerant to the DRMO for reutilization, transfer, donation and sale (RTDS) in accordance with reference b and d above.
- b. The turn-in activity will assign the proper usable/serviceable supply condition code (A, B, C, or D) to the property and the DRMO will assign the proper disposal code.
- c. If the property fails the RTDS process and is downgraded to scrap or must go to a landfill, the turn-in activity will be notified by the DRMO, within \_\_\_\_\_ days, that the refrigerant must be recovered/removed from the property by the turn-in activity within \_\_\_\_\_ days.
- d. The turn-in activity, upon notification, has the responsibility of funding and ensuring that the refrigerant is removed/recovered from the property prior to going to scrap or to a landfill. Per federal regulation a certified technician using certified equipment must remove/recover the refrigerant. The turn-in activity will provide the DRMO with a signed/dated statement that the refrigerant has been removed/recovered in compliance with reference c and d above. (See DRMS Form 2016)
- e. The signed statement/certificate will be retained for 3 years with the turn-in document, DD Form 1348-1A by the DRMO and the turn-in activity and be available, if required, for inspections.
- f. The DRMO will downgrade the property to scrap once the signed certificate has been received and dispose of the scrap.

5. **SPECIAL PROVISIONS:** None. Or, add special provisions that are unique to your DRMO and turn-in activities to ensure a workable MOU.

(DRMO Chief Signature and date)  
(Address/POC/Phone No.)

(Generating Activity signature and date)  
(Address/POC/Phone No.)

Note: This is a sample MOU. DRMOs having working MOUs with their generators do not need to change to this format. A provision in the ISA can be used vice the MOU. See DRMS-I 6050.1, Ch XXX, paragraph F.3.h(1) and (2).

Revised: September 12, 2003

